

FY 02 CALENDAR (OCTOBER 2001 - SEPTEMBER 2002)

CARRIE RICHARDSON, COORDINATOR 757-4123

BUDGET AND FINANCE	COST	COURSE DATES AND COURSE CODES											
		OCT 01	NOV 01	DEC 01	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02
Analyzing Funds Usage Documents	None		07-08 497463		14-15 497464	06-07 497465		03-04 497466		05-06 497467		14-15 497468	
APN Budget Formulation	None	30-31 497433					13-14 497434	29-30 497435					
Budget Analysis Using Excel	\$350					19-21 497436							
Budget Estimating Techniques	\$375						06-08 497437					07-09 497438	
Civilian Manpower Budget Formulation	None							03 497474					
Federal Appropriations Law	\$475				28-31 497441			15-18 497442		03-06 497443		12-15 497444	
Federal Budget Process	\$250						04-05 497445					05-06 497446	
Fundamentals of Navy Working Capital Fund (NFMF)	None			11-13 497447						25-27 497448			
Fundamentals to Navy Financial Management and Accounting (NFMF)	None								21-23 497449				
Introduction to Navy Working Capital Fund	None		27 497469				07 497470						
Navy Budget Policies and Procedures	None	30 Oct-01 Nov 497450				25-27 497451		30 Apr-02 May 497452					
O&M,N Budget Formulation	None			06 497453				09 497454					
Principles of Navy Budget (NFMF)	None				08-10 497455				21-23 497456				
RDT&E,N Budget Formulation/Execution	None			10-11 497457			12-13 497458	23-24 497459					
SYSCOM PPBS	None		29 497460				13 497461						
WPN/OPN/PAN &MC Budget Formulation	None		05-06 497471				20-21 497472		01-02 497473				

COURSE TITLE:	ANALYZING FUNDS USAGE DOCUMENTS	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497463 497464 497465 497466 497467 497468	DATE: 07-08 November 01 14-15 January 02 06-07 February 02 03-04 April 02 05-06 June 02 14-15 August 02	NOMINATION DEADLINE: 08 October 01 14 December 01 07 January 02 04 March 02 06 June 02 12 July 02
TIME:	8:00a.m.-3:30 p.m. (Day 1) and 8:00a.m.-12:00 p.m. (Day 2)	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and documents used by NAVAIR. This course focuses on the major fund usage documents and the responsibilities of program office, budget, accounting, and financial personnel in analyzing these documents.	
OBJECTIVE:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Discuss the relationship between budget execution and fund usage documents. ❖ Differentiate between the purpose of fund usage documents, and when given sample data, select the correct one to prepare. ❖ Describe the criteria and perform a 31 USC 1301(a) and 31 USC 1517 review of fund documents. <p>Prepare the following fund usage documents:</p> <ul style="list-style-type: none"> ❖ Order for Work and Services. ❖ Military Interdepartmental Purchase Request. ❖ Interdepartmental Purchase Request. ❖ Request for Contractual Procurement. ❖ Order for Work and Services/direct Citation. ❖ Contracts. 	
AUDIENCE:	Budget, accounting and financial personnel (GS-5 through GS-12) who prepare, review and approve fund usage documents.	
NOMINATIONS:	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.	
LENGTH:	1 ½ Days	
COST:	None	

COURSE TITLE:	APN BUDGET FORMULATION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497433 497434 497435	DATE: 30-31 October 01 13-14 March 02 29-30 April 02	NOMINATION DEADLINE: 01 October 01 13 February 02 29 March 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop APN budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.	
OBJECTIVES:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Describe the purpose of the APN appropriation. ❖ Discuss the major policies and procedures impacting APN budget development. ❖ Identify and explain the purpose for the major exhibits within the APN appropriation, including the P-5, P-5A and P-21 for APN 1-4; and for APN-5, P-40, P-3a and Basis for Cost Estimate. ❖ Prepare the P-5, P-5A and P-21 for APN 1-4; and for APN-5 P-40, P-3a and Basis for Cost Estimate. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the APN appropriation. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
LENGTH:	1 ½ Days	
COST:	None	

COURSE TITLE:	BUDGET ANALYSIS USING EXCEL	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES: 497436	DATE: 19-21 February 02	NOMINATION DEADLINE: 18 January 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course is designed for financial and program management personnel who want to learn and apply many of the analytical tools available in Microsoft Excel to aid in estimating and presenting program needs for a Federal budget submission.	
COURSE TOPICS:	<ul style="list-style-type: none"> ❖ Budget estimating methodologies and techniques. ❖ Histograms, descriptive statistics, and other statistical tools. ❖ Statistical analysis of costs, performance, and program data. ❖ Forecasting techniques for workload and financial needs. ❖ Charting and graphing in Microsoft Excel. 	
OBJECTIVES:	<p>Upon completion of the course, attendees should be able to:</p> <ul style="list-style-type: none"> ❖ Analyze costs and program data using financial functions and data analysis tools. ❖ Prepare a variance analysis. ❖ Filter and aggregate data for financial analysis. ❖ Create effective budget presentations including charts and graphs. ❖ Forecast program costs and performance data with various forecasting models. 	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	3 Days	
COST:	\$350.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	BUDGET ESTIMATING TECHNIQUES	
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES: 497437 497438	DATE: 06-08 March 02 07-09 August 02	NOMINATION DEADLINE: 06 February 02 08 July 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course uses lectures, class readings, and practical exercises to forecast a budget for various organizations. The Object Codes presented in Circular A-11 are explained and are the basis for various estimating exercises. Standard estimating techniques are presented, explained, and used in practical exercises. Attendees will explore and estimate Full Time Equivalent (FTE) requirements, Lapse Rates and personnel cost.	
OBJECTIVES:	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> ❖ Define and use common budget terms. ❖ Estimate both dollar and the FTE requirements for personnel. ❖ Estimate a budget for an organization using the most appropriate method for the Object Class identified. 	
AUDIENCE:	Individuals requiring the necessary skills to prepare a government budget.	
NOMINATIONS:	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.	
LENGTH:	3 Days	
COST:	\$375.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	CIVILIAN MANPOWER BUDGET FORMULATION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497474	DATE: 03 April 02	NOMINATION DEADLINE: 04 March 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop civilian manpower budgets.	
OBJECTIVE:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Describe the purpose of the manpower account. ❖ Understand and discuss the major concepts/terms used in developing manpower budgets, specifically: workyears, end strength, direct and reimbursable funded personnel, and object classes. ❖ Identify and explain the purpose for the major manpower exhibits, including the CP-2 and CP-3. ❖ Prepare portions of the CP-2 and CP-3. ❖ Critique justification strategies for the CP-2 and CP-3. ❖ Discuss how the manpower budget fits into the O&M budget. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to civilian manpower budgeting. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
LENGTH:	1 Day	
COST:	None	

COURSE TITLE:	FEDERAL APPROPRIATIONS LAW	
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497441 497442 497443 497444	DATE: 28-31 January 02 15-18 April 02 03-06 June 02 12-15 August 02	NOMINATION DEADLINE: 28 December 01 15 March 02 03 May 02 12 July 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	The course consists of lectures, workshops, and team efforts with heavy emphasis on case studies designed to illustrate appropriation process and procedures. Topics include: nature of appropriation law, life cycle of an appropriation, interpretation of an appropriation, authorization versus appropriation and apportionment, continuing resolutions, obligations and liability and relief. Materials will include Vol. 1, 2 and 3 of Principles of Appropriations Law manual (red book).	
OBJECTIVE:	Upon completion of the course, attendees should be able to: <ul style="list-style-type: none"> ❖ Analyze availability of funds. ❖ Understand the impact of the various types of funds available. ❖ Operate under continuing resolutions. ❖ Know the ground rules for “reprogramming” funds. ❖ Identify legal and valid obligations. ❖ Apply the “necessary expense” rule for expenditures. ❖ Comprehend the difference between “liability” and “relief”. 	
AUDIENCE:	Individuals requiring an understanding of the legal aspects of federal spending and who must approve/disapprove expenditure of funds.	
NOMINATIONS:	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.	
LENGTH:	4 Days	
COST:	\$475.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	FEDERAL BUDGET PROCESS	
VENDOR:	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODES: 497445 497446	DATE: 04-05 March 02 05-06 August 02	NOMINATION DEADLINE: 04 February 02 05 July 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course provides attendees with an introduction to the Federal budgeting process. It covers budgeting terms, responsibilities, schedules, processes, decision points, work measurement, standard object classes, evolution of the budget process, role of various agencies and department, the Anti-deficiency Act and accounting concepts. Using a group exercise, each participant will "assume" different roles in the budgeting process.	
OBJECTIVE:	Upon completion of training, participants should have a clear understanding of the budget process.	
AUDIENCE:	This course is particularly useful to employees new to government or new to budgeting.	
NOMINATIONS:	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.	
LENGTH:	2 Days	
COST:	\$250.00	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	FUNDAMENTALS OF NAVY WORKING CAPITAL FUND	
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497447 497448	DATE: 11-13 December 01 25-27 June 02	NOMINATION DEADLINE: 12 November 01 24 May 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course is designed to provide participants with a basic understanding of the NWCF; its criteria, processes, and role in the budgeting process, and policies that influence the NWCF process.	
OBJECTIVE:	<p>Upon completion of the training, students should understand:</p> <ul style="list-style-type: none"> ❖ NWCF concepts, policies and operations. ❖ General accounting principles and their applicability to the NWCF. ❖ Basic cost accounting concepts to include cost, expense and overhead. ❖ Cost Accounting and billing procedures/processes. ❖ Budgeting for working capital fund activity. ❖ Methods of cost control and analysis of financial statements. 	
AUDIENCE:	Financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers and civilian employees who are working under a Navy Working Capital Fund and entry level and intermediate employees in other occupational series working in financial management.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: <i>Contractor personnel are not eligible to attend this course.</i></p>	
LENGTH:	3 Days	
COST:	None	

COURSE TITLE:	FUNDAMENTALS TO NAVY FINANCIAL AND MANAGERIAL ACCOUNTING	
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497449	DATE: 21-23 May 02	NOMINATION DEADLINE: 22 April 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course provides participants an overview of financial management to include monetary data required to advance organizational goals within an environment of increased competition, exploding technology, and turbulent social and political conditions.	
OBJECTIVE:	<p>Upon completion of the training, students should understand:</p> <ul style="list-style-type: none"> ❖ Function of management in organizations with differing characteristics and processes. ❖ Interplay between the comptroller and managerial decision-making. ❖ Accounting issues to include types and processes of appropriations, expenditures and reports. ❖ Fleet accounting system. 	
AUDIENCE:	Entry level financial management employees, GS-500 series, who are grades GS-5 through GS-11; junior military officers working in financial management; and entry-level and intermediate employees in other occupational series who are working in financial management.	
NOMINATIONS:	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: <i>Contractor personnel are not eligible to attend this course.</i>	
LENGTH:	3 Days	
COST:	None	

COURSE TITLE:	NAVY WORKING CAPITAL FUND (INTRO TO)	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497469 497470	DATE: 27 November 01 07 March 02	NOMINATION DEADLINE: 27 October 01 07 February 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course is designed to provide participants a general understanding of the Working Capital Fund concept and terms. This is an overview course and does not provide the participant with a detailed understanding of Navy Working Capital Fund (NWCF).	
AUDIENCE:	Budget Analysts and Accountants (GS-11 through GS-13) who need to become familiar with terms and concepts of the Working Capital Fund.	
NOMINATIONS:	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.	
LENGTH:	1 Day	
COST:	None	

COURSE TITLE:	NAVY BUDGET POLICIES AND PROCEDURES	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497450 497451 497452	DATE: 30 October 01-01 November 01 25-27 February 02 30 April-02 May 02	NOMINATION DEADLINE: 01 October 01 25 January 02 29 March 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with policies and procedures used by NAVAIR to formulate and execute the budgets.	
OBJECTIVE:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Explain the difference between statutes, regulations, and policies. ❖ Name and describe the differences between the following types of funds: procurement; research, development, test and evaluation (RDT&E); operations and maintenance (O&M); military construction (MILCON); non-appropriated; Navy Working Capital Fund (NWCF); and Foreign Military Sales (FMS). ❖ Identify the correct funding sources. ❖ Name and briefly describe the reference material used for budget policy. ❖ Locate the answer to typical budget policy questions in reference materials. ❖ Describe 31 USC 1301(a) and 31 USC 1517 responsibilities and how they affect budget formulation and execution. ❖ Describe how a 31 USC 1301(a) violation can create a 31 USC 1517 violation. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) positions and personnel in related fields. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
LENGTH:	2 Days	
COST:	None	

COURSE TITLE:	O&M,N BUDGET FORMULATION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497453 497454	DATE: 06 December 01 09 April 02	NOMINATION DEADLINE: 06 November 01 08 March 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop O&M,N budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.	
OBJECTIVES:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Describe the purpose of the O&M,N appropriation. ❖ Understand and discuss the major policies and procedures impacting O&M,N budget development. ❖ Identify and explain the purpose for the major exhibits within O&M,N, including the OP-32, OP-5, OP-3, OM-1, OM-1Q and PB-27. ❖ Prepare portions of the OP-32 and OP-5. ❖ Critique justification strategies for the OP-32 and OP-5. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the O&M,N account. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
LENGTH:	1 Day	
COST:	None	

COURSE TITLE:	PRINCIPLES OF NAVY BUDGET	
VENDOR:	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497455 497456	DATE: 08-10 January 02 21-23 May 02	NOMINATION DEADLINE: 07 December 01 22 April 02
TIME:	8:00 a.m.-3:30 p.m.	
DESCRIPTION:	This course provides an overview of the policies and procedures used to develop budgets in the Department of the Navy (DoN) as it relates to the Planning, Programming, Budget System (PPBS) cycle.	
OBJECTIVE:	<p>Upon completion of the training, students should understand:</p> <ul style="list-style-type: none"> ❖ The PPBS cycle, timeline and terms. ❖ Key budget players, history, legislation, goals and policies of the PPBS. ❖ Major programs unit identification codes. ❖ Planning strategies and force structure. ❖ Program Objectives Memorandum (POM), Future Years Defense Program (FYDP), Resource Allocation Display (RAD). ❖ Three phases of the programming stage. ❖ Budget formulation and review process. ❖ Budget execution. 	
AUDIENCE:	Entry-level financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers working in financial management, and entry level and intermediate employees in other occupational series who are working in financial management.	
NOMINATIONS:	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: <i>Contractor personnel are not eligible to attend this course.</i>	
LENGTH:	3 Days	
COST:	None	

COURSE TITLE:	RDT&E,N BUDGET FORMULATION/EXECUTION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497457 497458 497459	DATE: 10-11 December 01 12-13 March 02 23-24 April 02	NOMINATION DEADLINE: 09 November 01 12 February 02 22 March 02
TIME:	8:00 a.m.-3:30 p.m. (Day 1); 8:00 a.m.-12:00 p.m. (Day 2)	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop RDT&E,N budgets. This course focuses on the major exhibits and the procedures to develop these exhibits. <i>Students should bring a hand held calculator.</i>	
OBJECTIVES:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Discern between tasks and activities that should and should not be purchased with RDT&E,N funds. ❖ Describe the incremental funding policy and cite examples of its use. ❖ Identify the attributes of a well-written R-2. ❖ Determine the correct format to use for developing a R-2. ❖ Describe and indicate the relationship between the R-2 and the R-3. ❖ Describe the roles and responsibilities of the budget analyst assigned to the RDT&E,N appropriation during budget development and execution. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the RDT&E,N appropriation. A basic understanding of PPBS is assumed. The course is directed at the potential student who has worked with the RDT&E, N appropriation for at least six (6) months and has become familiar with the RDT&E, N jargon. Students without this experience may take the course but must realize they may have a harder time understanding the course material.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
LENGTH:	1 ½ Days	
COST:	None	

COURSE TITLE:	SYSCOM PPBS	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497460 497461	DATE: 29 November 01 13 March 02	NOMINATION DEADLINE: 29 October 01 12 February 02
TIME:	8:00 a.m.-12:00 p.m.	
DESCRIPTION:	This course is designed to familiarize participants with the systems employed by NAVAIR to develop budgets. The course focuses on the Planning, Programming, and Budgeting System (PPBS) and the responsibilities of the budget analyst within this system.	
OBJECTIVES:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Describe the goals of each phase of PPBS and the functions of the key players. ❖ Describe the role of the SYSCOM and the role of the budget analyst in formulating the budget. ❖ Understand the various concepts used in budget formulation. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the roles of a budget analyst.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
LENGTH:	1/2 Day	
COST:	None	

COURSE TITLE:	WPN/OPN/PAN&MC BUDGET FORMULATION	
VENDOR:	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 497471 497472 497473	DATE: 05-06 November 01 20-21 March 02 01-02 May 02	NOMINATION DEADLINE: 05 October 01 19 February 02 01 April 02
TIME:	8:00 a.m.-3:30 p.m. (Day 1); 8:00 a.m.-12:00 p.m. (Day 2)	
DESCRIPTION:	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop WPN/OPN/PAN&MC budgets. This course focuses on the major exhibits and the procedures to develop these exhibits.	
OBJECTIVES:	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> ❖ Distinguish between tasks and activities that should and should not be purchased with WPN/OPN/PAN&MC funds. ❖ Identify the major exhibits used for WPN/OPN/PAN&MC appropriations and their relationship to each other. ❖ Recognize other exhibits important to the WPN/OPN/PAN&MC appropriations. ❖ Identify resources for completing WPN/OPN/PAN&MC budget exhibits. ❖ Develop WPN/OPN/PAN&MC exhibits including P-40, P-5, P-5A, P-3A, P-21 and P-20 using case studies. 	
AUDIENCE:	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the WPN/OPN/PAN&MC appropriations. A basic understanding of PPBS is assumed.	
NOMINATIONS:	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
LENGTH:	1 ½ Days	
COST:	None	